



## Local Travel Claim (less than 12 hours)

**Introduction** This guide provides the procedures for entering a local travel claim (less than 12 hours) in TPAX. In this scenario, a member was on a funeral detail and the Government Vehicle (GV) was not available, so they took their own vehicle.

**Procedures** See below.

Step	Action
1	<p>Once logged into TPAX, click <b>Create New</b>.</p>  <p>The screenshot shows the T-PAX Inbox interface. At the top, there's a header with 'COASTIE, JOE' and 'T-PAX Inbox'. Below the header, there's a navigation bar with 'Profile and History', 'Create New' (highlighted with a red box), 'Tools', and 'Help'. A table of travel requests is displayed below the navigation bar. The table has columns: TONO, Type of Request, Start Date, End Date, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. One request is visible with TONO '1215G85PTGTU/000', Type of Request 'Settlement', Start Date '9/25/2015', End Date '10/12/2015', Category 'PCS', Created By 'COASTIE, JOE D.', Auth. Official 'COASTIE, JACK', Status 'Awaiting AO Approval', Status Date '3/21/2016', Origin 'Traveler', Arrive At 'Topeka, KS', Request ID '1100217652', and Amount '\$2,396.10 (est)'. Below the table, there are buttons for 'Release for Approval', 'Print', 'View / Modify', 'Delete', 'Help', 'Retrieve', and 'Find'.</p>
2	<p>Click <b>Settlement Request</b>.</p>  <p>The screenshot shows the T-PAX Inbox interface. The 'Create New' button in the top navigation bar is highlighted with a red box. A dropdown menu is open below 'Create New', showing three options: 'Authorization Request', 'Settlement Request' (highlighted with a red box), and 'Advance Request'. The background shows the same header and navigation bar as the previous screenshot.</p>

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## Local Travel Claim (less than 12 hours), Continued

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Procedures,  
continued

Step	Action																																			
3	<p>Enter the <b>TONO</b> and click <b>OK</b>.</p> <div><p>COASTIE, JOE</p><p><b>Travel Order Selection</b></p><p>Settlement</p><p>View: Traveler</p><p>TONO: <b>1117277XJC173000</b></p><table border="1"><thead><tr><th>Order Number</th><th></th><th>Category</th><th>Start Date</th><th>End Date</th><th>Who Created Obl.</th><th>Date Obl.</th></tr></thead><tbody><tr><td><a href="#">1114G82TEST25000</a></td><td>Del</td><td>Normal</td><td>8/1/2014</td><td>8/20/2014</td><td></td><td></td></tr><tr><td><a href="#">1115G85PROP65000</a></td><td>Del</td><td>Normal</td><td>1/15/2015</td><td>1/30/2015</td><td></td><td></td></tr><tr><td><a href="#">1215G85PTG7UV000</a></td><td>Del</td><td>PCS</td><td>9/25/2015</td><td>10/13/2015</td><td></td><td></td></tr><tr><td><a href="#">1117277XJC172000</a></td><td>Del</td><td>Normal</td><td>12/19/2016</td><td>12/31/2016</td><td></td><td></td></tr></tbody></table><p>Select an existing order or enter a new order number with which you wish to work and then click the OK button</p><p><b>OK</b> Cancel Help</p></div>	Order Number		Category	Start Date	End Date	Who Created Obl.	Date Obl.	<a href="#">1114G82TEST25000</a>	Del	Normal	8/1/2014	8/20/2014			<a href="#">1115G85PROP65000</a>	Del	Normal	1/15/2015	1/30/2015			<a href="#">1215G85PTG7UV000</a>	Del	PCS	9/25/2015	10/13/2015			<a href="#">1117277XJC172000</a>	Del	Normal	12/19/2016	12/31/2016		
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## Local Travel Claim (less than 12 hours), Continued

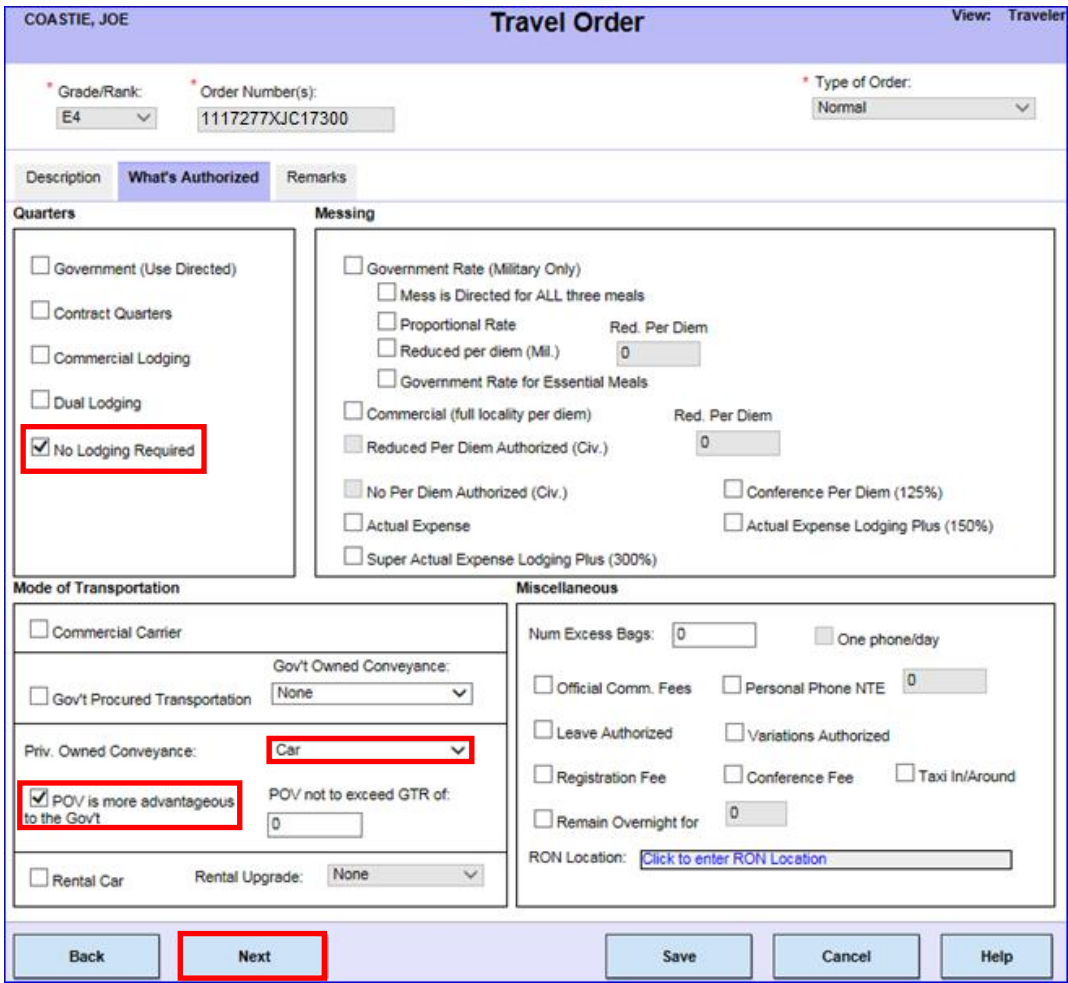
Procedures,  
continued

Step	Action
4	<p>Complete the following fields:</p> <ul style="list-style-type: none"><li>• Select the <b>Grade/Rank</b>.</li><li>• Select the <b>Purpose of Trip</b> from the drop-down.</li><li>• The <b>Trip Name</b> is optional.</li><li>• Enter the <b>Issue, Begin and End Dates</b>, then click <b>Next</b>.</li></ul> <p>The screenshot shows the 'Travel Order' form for COASTIE, JOE. The form is titled 'Travel Order' and has a 'View: Traveler' option. It contains several sections: 'Grade/Rank' (E4), 'Order Number(s)' (1117277XJC173000), 'Type of Order' (Normal), 'Purpose of Trip' (Site Visit), 'Trip Name' (FUNERAL DETAIL), 'Issuing Organization' (7947400), 'Paying Organization' (7947400), 'Group Travel' (unchecked), 'Funds' (Coast Guard), 'Issue Date' (01/18/2017), 'Begin Date' (01/19/2017), 'Number of Days' (1), and 'End Date' (01/19/2017). The 'Next' button is highlighted.</p>

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## Local Travel Claim (less than 12 hours), Continued

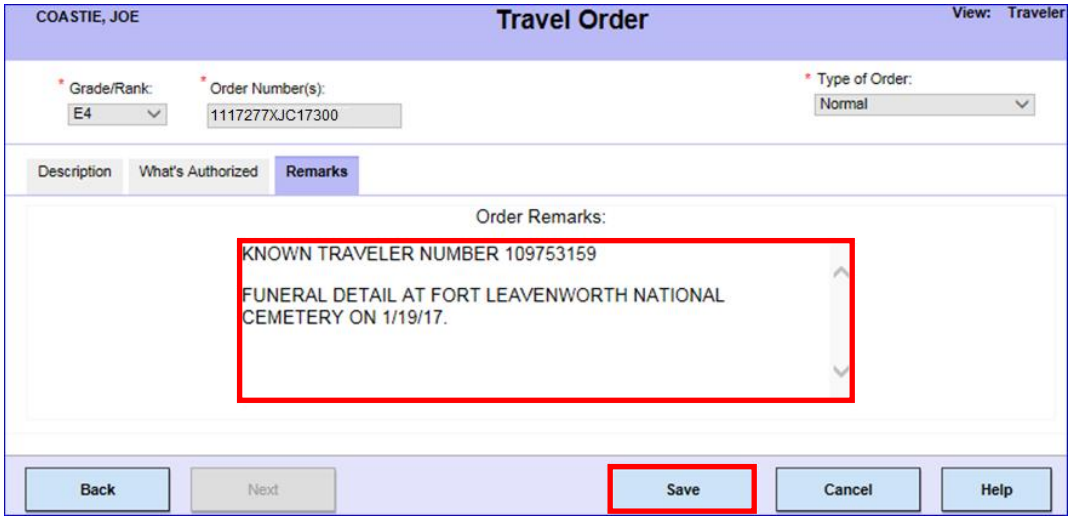
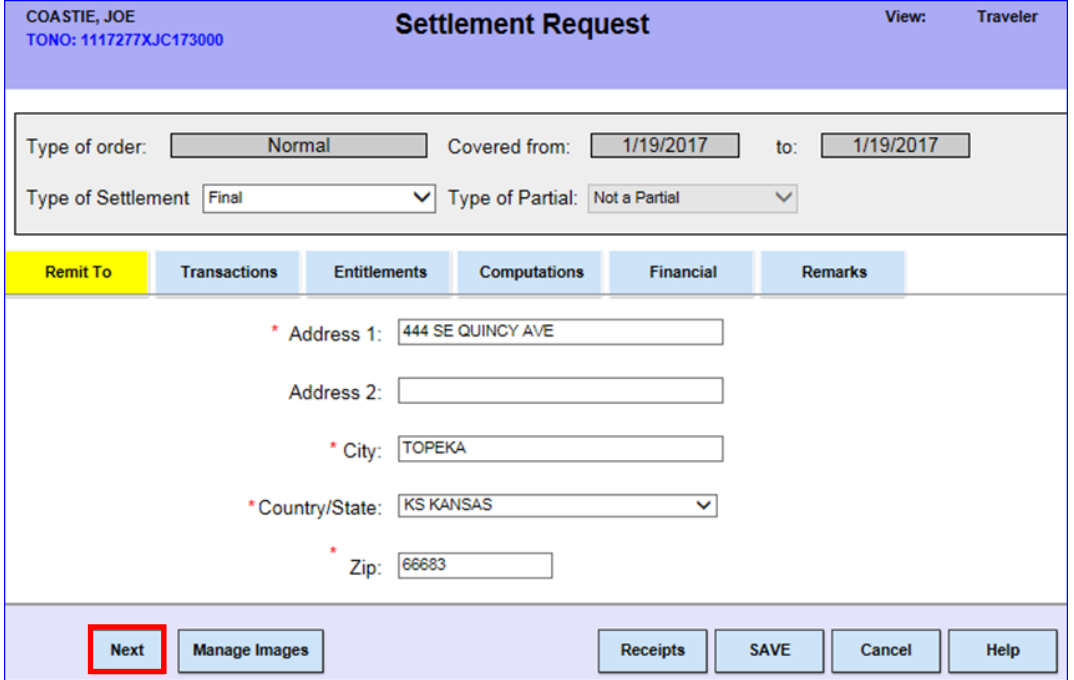
Procedures,  
continued

Step	Action
5	<p>On the What's Authorized tab, first check the <b>No Lodging Required</b> box in the Quarters section. Do nothing in the Messing section. In the Mode of Transportation section, check the <b>POV is more advantageous to the Gov't</b> box and choose the <b>type of vehicle</b> from the drop-down. No action is required for the Miscellaneous section. Click <b>Next</b>.</p>  <p>The screenshot shows the 'Travel Order' form for COASTIE, JOE. The 'What's Authorized' tab is active. In the 'Quarters' section, the 'No Lodging Required' checkbox is checked. In the 'Mode of Transportation' section, the 'POV is more advantageous to the Gov't' checkbox is checked, and 'Car' is selected in the 'Priv. Owned Conveyance' dropdown. The 'Next' button is highlighted.</p>

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## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action
6	<p>Enter <b>Order Remarks</b>. Click <b>Save</b>.</p> 
7	<p>The <b>Remit To</b> tab will display. Click <b>Next</b>.</p> 

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## Local Travel Claim (less than 12 hours), Continued

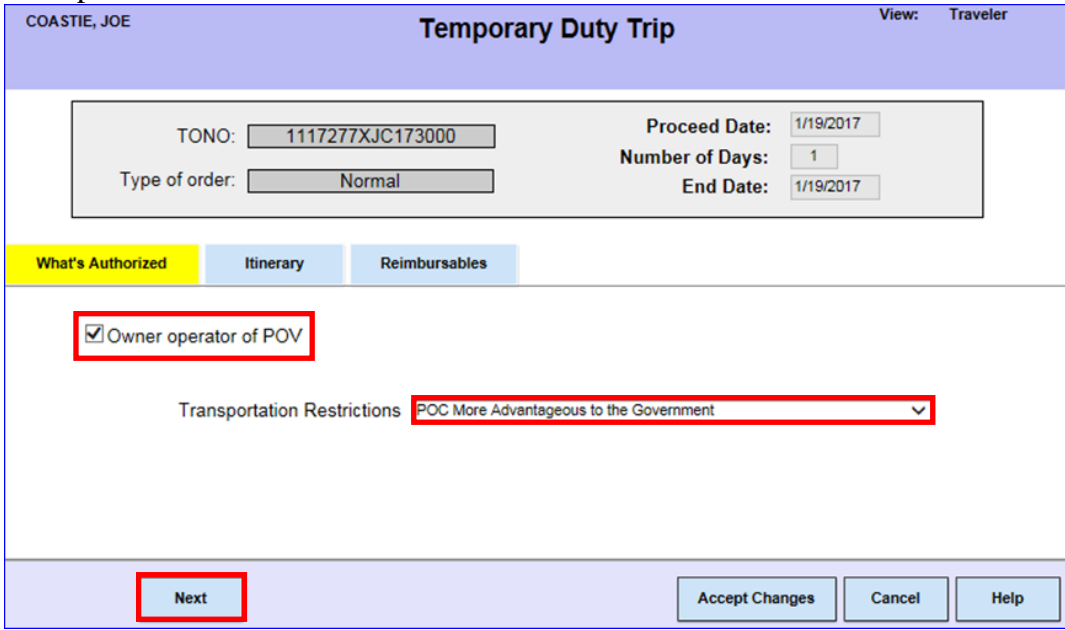
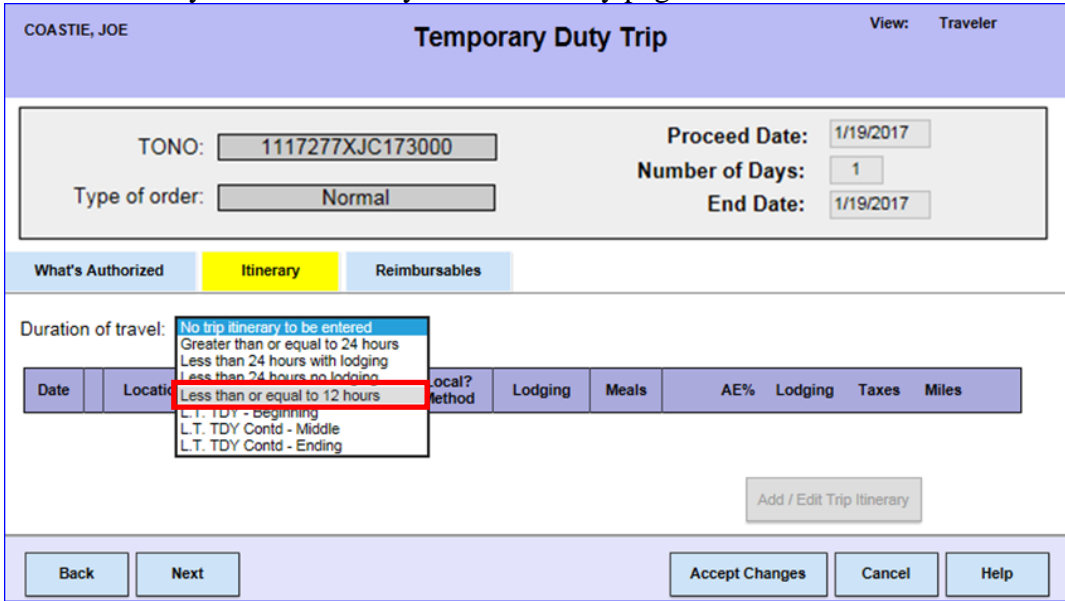
Procedures,  
continued

Step	Action
8	<p>The Transactions tab will display. Click <b>Next</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: Normal Covered from: 1/19/2017 to: 1/19/2017 Type of Settlement Final Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>Locked Date Type Amount Add/Edit Advances</div> <div>Back Next Manage Images Receipts SAVE Cancel Help</div>
9	<p>The Entitlement tab will display. Click <b>Add This Entitlement</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div>Settlement Request</div><div>View: Traveler</div></div> <div>Type of order: Normal Covered from: 1/19/2017 to: 1/19/2017 Type of Settlement Final Type of Partial: Not a Partial</div> <div>Remit To Transactions Entitlements Computations Financial Remarks</div> <div>Travel Not Performed: <input type="checkbox"/></div> <div>Entitlement Type Dates Encompassed Status Temporary Duty Trip &lt;= Add This Entitlement</div> <div>Back Next Manage Images Receipts SAVE Cancel Help</div>

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## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																		
10	<p>The What's Authorized tab will display. <b>Owner operator of POV</b> should be checked. Leave the <b>POC More Advantageous to the Government</b> option for the Transportation Restrictions. Click <b>Next</b>.</p>  <p>COASTIE, JOE Temporary Duty Trip View: Traveler</p> <p>TONO: 1117277XJC173000 Proceed Date: 1/19/2017 Type of order: Normal Number of Days: 1 End Date: 1/19/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p><input checked="" type="checkbox"/> Owner operator of POV</p> <p>Transportation Restrictions POC More Advantageous to the Government</p> <p>Next Accept Changes Cancel Help</p>																		
11	<p>Select <b>Less than or equal to 12 hours</b> from the Duration of travel drop-down. This will take you automatically to the Itinerary page.</p>  <p>COASTIE, JOE Temporary Duty Trip View: Traveler</p> <p>TONO: 1117277XJC173000 Proceed Date: 1/19/2017 Type of order: Normal Number of Days: 1 End Date: 1/19/2017</p> <p>What's Authorized Itinerary Reimbursables</p> <p>Duration of travel: No trip itinerary to be entered Greater than or equal to 24 hours Less than 24 hours with lodging Less than 24 hours no lodging Less than or equal to 12 hours L.T. TDY - Beginning L.T. TDY Contd - Middle L.T. TDY Contd - Ending</p> <table border="1"> <thead> <tr> <th>Date</th><th>Location</th><th>Local?</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Add / Edit Trip Itinerary</p> <p>Back Next Accept Changes Cancel Help</p>	Date	Location	Local?	Lodging	Meals	AE%	Lodging	Taxes	Miles									
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## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																								
12	<p>Enter the <b>Departure Location</b>, leave Method of Transportation as <b>PA - Private Auto</b>. Enter the <b>Arrival Location</b>. The Reason for Stop should be <b>TD - Temporary Duty</b>. Check the <b>Is Local</b> box. Then <b>Accept Leg</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div><div>Itinerary</div><div>View: Traveler</div></div><table border="1"><thead><tr><th>Date</th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td colspan="12"><div><div><div>Departure Date: 01/19/2017</div><div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/19/2017</div><div>Arrival Location (click to edit): 66048 Leavenworth, KS, Leavenwo...</div><div>Reason for Stop: TD - Temporary Duty</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div><input checked="" type="checkbox"/> Is Local</div></div><div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: NLG - No Lodging Required</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Lodging Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 62</div></div></div><div><div>Accept Leg</div><div>Cancel Changes</div></div></td></tr></tbody></table></div> <div><div>Add Leg</div><div>Accept Changes</div><div>Cancel Changes</div><div>Help</div></div>	Date	Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	<div><div><div>Departure Date: 01/19/2017</div><div>Departure Location (click to edit): 66683 Topeka, KS, Shawnee</div><div>Method of Transportation: PA - Private Auto</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div>Arrival Date: 01/19/2017</div><div>Arrival Location (click to edit): 66048 Leavenworth, KS, Leavenwo...</div><div>Reason for Stop: TD - Temporary Duty</div><div><input checked="" type="checkbox"/> Duty Day</div></div><div><div><input checked="" type="checkbox"/> Is Local</div></div><div><div>Method of Reimbursement: LDP - Lodging Plus</div><div>Lodging Type: NLG - No Lodging Required</div><div>Meals Type: CM - Commercial Meals</div></div><div><div>Lodging Cost: 0</div><div>Lodging Tax: 0</div><div>Miles: 62</div></div></div> <div><div>Accept Leg</div><div>Cancel Changes</div></div>											
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## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

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13	<p>Make sure <b>Departure/Arrival Date</b> reflects the correct date. Enter the <b>Arrival Location</b>. The Reason for Stop should be <b>MC - Mission Complete</b>. Check the <b>Is Local</b> box. Click <b>Accept Leg</b>.</p> <div> <div>COASTIE, JOE TONO: 1117277XJC173000</div> <div>Itinerary <span>View: Traveler</span></div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/19/2017 1/19/2017</td><td>DEP ARR</td><td>66683 Topeka, KS, Shawnee 66048 Leavenworth, KS, Leavenworth</td><td>PA TD</td><td><input checked="" type="checkbox"/> <input checked="" type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/> LDP</td><td>NLG</td><td>CM</td><td>0</td><td>0.00</td><td>0.00</td><td>62</td></tr> </tbody> </table> <div> <div> <div> Departure Date: 01/19/2017  <input type="checkbox"/> Duty Day </div> <div> Departure Location (click to edit): 66048 Leavenworth, KS, Leavenwo...  Method of Transportation: PA - Private Auto </div> </div> <div> <div> Arrival Date: 01/19/2017  <input type="checkbox"/> Duty Day </div> <div> Arrival Location (click to edit): 66683 Topeka, KS, Shawnee  Reason for Stop: MC - Mission Complete </div> </div> <div> <input checked="" type="checkbox"/> Is Local </div> <div> Method of Reimbursement:  Lodging Type:  Meals Type: CM - Commercial Meals </div> <div> Lodging Cost: 0  Lodging Tax: 0  Miles: 62 </div> </div> <div> <div>Accept Leg</div> <div>Cancel Changes</div> </div> <div> <div>Add Leg</div> <div>Accept Changes</div> <div>Cancel Changes</div> <div>Help</div> </div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	1/19/2017 1/19/2017	DEP ARR	66683 Topeka, KS, Shawnee 66048 Leavenworth, KS, Leavenworth	PA TD	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> LDP	NLG	CM	0	0.00	0.00	62																			
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## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

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15	<p>Some local claims will be authorized Occasional Meals. Those require a receipt. Click <b>Occasionals</b> to add it. If there are no Occasional Meals, skip to step 19.</p> <div><div>COASTIE, JOE</div><div>Temporary Duty Trip</div><div>View: Traveler</div></div> <div><div>TONO: 1117277XJC173000</div><div>Proceed Date: 1/19/2017</div><div>Type of order: Normal</div><div>Number of Days: 1</div><div>End Date: 1/19/2017</div></div> <div><div>What's Authorized</div><div>Itinerary</div><div>Reimbursables</div></div> <div>Duration of travel: Less than or equal to 12 hours</div> <table border="1"><thead><tr><th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr></thead><tbody><tr><td>1/19/2017</td><td>DEP</td><td>66683 Topeka, KANSAS</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/> LDP</td><td>NLG</td><td>CM</td><td>0</td><td>0.00</td><td>0.00</td><td>62</td></tr><tr><td>1/19/2017</td><td>ARR</td><td>66048 Leavenworth, KANSAS</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1/19/2017</td><td>DEP</td><td>66048 Leavenworth, KANSAS</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>62</td></tr><tr><td>1/19/2017</td><td>ARR</td><td>66683 Topeka, KANSAS</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <div>Add / Edit Trip Itinerary</div> <div><div>Back</div><div>Next</div><div>Exceptions</div><div>Occasionals</div><div>Accept Changes</div><div>Cancel</div><div>Help</div></div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	1/19/2017	DEP	66683 Topeka, KANSAS	PA	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> LDP	NLG	CM	0	0.00	0.00	62	1/19/2017	ARR	66048 Leavenworth, KANSAS	TD	<input checked="" type="checkbox"/>									1/19/2017	DEP	66048 Leavenworth, KANSAS	PA	<input type="checkbox"/>		<input checked="" type="checkbox"/>	NLG		0	0.00	0.00	62	1/19/2017	ARR	66683 Topeka, KANSAS	MC	<input type="checkbox"/>								
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continued

Step	Action														
17	<p>Select the <b>Type of Meal</b>. Enter the <b>Location</b> and the <b>Amount</b>. Click <b>Accept</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;"><b>Occasional Expenses</b></p><table border="1"><thead><tr><th>Date</th><th>Type</th><th>Location</th><th>Amount</th><th>Taxes</th><th></th><th></th></tr></thead><tbody><tr><td>1/19/2017 ▼</td><td>Commercial Breakfast Government Breakfast <b>Commercial Lunch</b> Government Lunch Commercial Dinner</td><td>66048 Leavenworth, KS, Leavenworth</td><td>8.05</td><td>0</td><td>Accept</td><td>Cancel Delete</td></tr></tbody></table><p style="text-align: right;">Add Occasional Expense</p><p style="text-align: center;">Accept Changes Cancel Changes Help</p></div>	Date	Type	Location	Amount	Taxes			1/19/2017 ▼	Commercial Breakfast Government Breakfast <b>Commercial Lunch</b> Government Lunch Commercial Dinner	66048 Leavenworth, KS, Leavenworth	8.05	0	Accept	Cancel Delete
Date	Type	Location	Amount	Taxes											
1/19/2017 ▼	Commercial Breakfast Government Breakfast <b>Commercial Lunch</b> Government Lunch Commercial Dinner	66048 Leavenworth, KS, Leavenworth	8.05	0	Accept	Cancel Delete									
18	<p>Click <b>Accept Changes</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000</p><p style="text-align: right;">View: Traveler</p><p style="text-align: center;"><b>Occasional Expenses</b></p><table border="1"><thead><tr><th>Date</th><th>Type</th><th>Location</th><th>Amount</th><th>Taxes</th><th></th><th></th></tr></thead><tbody><tr><td>1/19/2017</td><td>Commercial Lunch</td><td>66048 Leavenworth, KS</td><td>8.05</td><td>0.00</td><td>Edit</td><td>Delete</td></tr></tbody></table><p style="text-align: right;">Add Occasional Expense</p><p style="text-align: center;">Accept Changes Cancel Changes Help</p></div>	Date	Type	Location	Amount	Taxes			1/19/2017	Commercial Lunch	66048 Leavenworth, KS	8.05	0.00	Edit	Delete
Date	Type	Location	Amount	Taxes											
1/19/2017	Commercial Lunch	66048 Leavenworth, KS	8.05	0.00	Edit	Delete									

*Continued on next page*

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																																																																	
19	<p>Click <b>Next</b>.</p> <div> <div>COASTIE, JOE</div> <div>Temporary Duty Trip</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1117277XJC173000</div> <div>Proceed Date: 1/19/2017</div> </div> <div> <div>Type of order: Normal</div> <div>Number of Days: 1</div> <div>End Date: 1/19/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <div>Duration of travel: Less than or equal to 12 hours</div> <table border="1"> <thead> <tr> <th>Date</th><th></th><th>Location</th><th>Trans Reason</th><th>Duty Day</th><th>IDL</th><th>Local? Method</th><th>Lodging</th><th>Meals</th><th>AE%</th><th>Lodging</th><th>Taxes</th><th>Miles</th></tr> </thead> <tbody> <tr> <td>1/19/2017</td><td>DEP</td><td>66683 Topeka, KANSAS</td><td>PA</td><td><input checked="" type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/> LDP</td><td>NLG</td><td>CM</td><td>0</td><td>0.00</td><td>0.00</td><td>62</td></tr> <tr> <td>1/19/2017</td><td>ARR</td><td>66048 Leavenworth, KANSAS</td><td>TD</td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>1/19/2017</td><td>DEP</td><td>66048 Leavenworth, KANSAS</td><td>PA</td><td><input type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/></td><td>NLG</td><td></td><td>0</td><td>0.00</td><td>0.00</td><td>62</td></tr> <tr> <td>1/19/2017</td><td>ARR</td><td>66683 Topeka, KANSAS</td><td>MC</td><td><input type="checkbox"/></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <div>Add / Edit Trip Itinerary</div> <div> <div>Back</div> <div>Next</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date		Location	Trans Reason	Duty Day	IDL	Local? Method	Lodging	Meals	AE%	Lodging	Taxes	Miles	1/19/2017	DEP	66683 Topeka, KANSAS	PA	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> LDP	NLG	CM	0	0.00	0.00	62	1/19/2017	ARR	66048 Leavenworth, KANSAS	TD	<input checked="" type="checkbox"/>									1/19/2017	DEP	66048 Leavenworth, KANSAS	PA	<input type="checkbox"/>		<input checked="" type="checkbox"/>	NLG		0	0.00	0.00	62	1/19/2017	ARR	66683 Topeka, KANSAS	MC	<input type="checkbox"/>								
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1/19/2017	ARR	66683 Topeka, KANSAS	MC	<input type="checkbox"/>																																																														
20	<p>The Reimbursables tab will display. Click <b>Add/Edit Trip Expenses</b>.</p> <div> <div>COASTIE, JOE</div> <div>Temporary Duty Trip</div> <div>View: Traveler</div> </div> <div> <div> <div>TONO: 1117277XJC173000</div> <div>Proceed Date: 1/19/2017</div> </div> <div> <div>Type of order: Normal</div> <div>Number of Days: 1</div> <div>End Date: 1/19/2017</div> </div> </div> <div> <div>What's Authorized</div> <div>Itinerary</div> <div>Reimbursables</div> </div> <table border="1"> <thead> <tr> <th>Date</th><th>Description</th><th>Claimed</th></tr> </thead> <tbody> <tr> <td colspan="3"> </td></tr> </tbody> </table> <div>Add / Edit Trip Expenses</div> <div> <div>Back</div> <div>Exceptions</div> <div>Occasionals</div> <div>Accept Changes</div> <div>Cancel</div> <div>Help</div> </div>	Date	Description	Claimed																																																														
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Continued on next page

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step

21

Action

Select the **reimbursable expense** from the drop-down, enter the **amount claimed** and then click **Accept Expense**.

COASTIE, JOE  
TONO: 1117277XJC173000

View: Traveler

Reimbursable Expenses

Date	Description	Claimed	Split
01/19/2017	PARKING-HOTEL SITE-OTHER LOCALS PARKING-HOTEL SITE-OTHER LOCALS ▼	5.00	<div>IBOP UNITED STATES UNITED STATES ▼</div> <div>Split <input type="checkbox"/></div>

Accept Expense

Cancel Changes

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

Help

22

Click **Add Expense** to add additional reimbursable expenses. When finished, click **Accept Changes**.

COASTIE, JOE  
TONO: 1117277XJC173000

View: Traveler

Reimbursable Expenses

Date	Description	Claimed	Split	Edit	Delete
1/19/2017	PARKING-HOTEL SITE-OTHER LOCALS	5.00	<input type="checkbox"/>	Edit	Delete

Accept Changes

Cancel Changes

Add Expense

Help

Was any airfare paid by a member's travel card. If paid by Government Account, do not enter the airfare

*Continued on next page*

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action										
23	<p>Click <b>Accept Changes</b>.</p> <div><p>COASTIE, JOE <span style="float: right;">View: Traveler</span></p><p style="text-align: center;"><b>Temporary Duty Trip</b></p><div><div>TONO: 1117277XJC173000 Type of order: Normal</div><div>Proceed Date: 1/19/2017 Number of Days: 1 End Date: 1/19/2017</div></div><p>What's Authorized   Itinerary   <b>Reimbursables</b></p><table border="1"><thead><tr><th>Date</th><th>Description</th><th>Claimed</th></tr></thead><tbody><tr><td>1/19/2017</td><td>PARKING-HOTEL SITE-OTHER LOCALS</td><td>5.00</td></tr></tbody></table><p style="text-align: right;">Add / Edit Trip Expenses</p><p>Back   Exceptions   Occasionals   <b>Accept Changes</b>   Cancel   Help</p></div>	Date	Description	Claimed	1/19/2017	PARKING-HOTEL SITE-OTHER LOCALS	5.00				
Date	Description	Claimed									
1/19/2017	PARKING-HOTEL SITE-OTHER LOCALS	5.00									
24	<p>Click <b>Calcs</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000 <span style="float: right;">View: Traveler</span></p><p style="text-align: center;"><b>Settlement Request</b></p><div>Type of order: Normal   Covered from: 1/19/2017   to: 1/19/2017 Type of Settlement: Final   Type of Partial: Not a Partial</div><p>Remit To   Transactions   <b>Entitlements</b>   Computations   Financial   Remarks</p><p>Travel Not Performed: <input type="checkbox"/></p><table border="1"><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th></tr></thead><tbody><tr><td>Edit</td><td>Temporary Duty Trip</td><td>1/19/2017-1/19/2017</td><td>Validated Data</td><td>Delete <b>Calcs</b> Comp</td></tr></tbody></table><p style="text-align: center;">Temporary Duty Trip   &lt;= Add This Entitlement</p><p>Back   Next   Manage Images   Receipts   SAVE   Cancel   Help</p></div>		Entitlement Type	Dates Encompassed	Status		Edit	Temporary Duty Trip	1/19/2017-1/19/2017	Validated Data	Delete <b>Calcs</b> Comp
	Entitlement Type	Dates Encompassed	Status								
Edit	Temporary Duty Trip	1/19/2017-1/19/2017	Validated Data	Delete <b>Calcs</b> Comp							

*Continued on next page*

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																																																
25	<p>This shows you a breakdown of the Daily Expenses. Verify the per diem. In this example, no per diem is authorized, so you only see the meal expense, which is correct. Click <b>Done</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div><b>Daily Expenses</b><span>View: Traveler</span></div><div><div>Audit Remarks</div><div>Done</div></div><table><thead><tr><th>Date</th><th>Day Type</th><th>Ldg Rate</th><th>M&amp;IE Rate</th><th>Br</th><th>Ln</th><th>Dn</th><th>Lodg</th><th>Break</th><th>Lunch</th><th>Dinner</th><th>Incddl</th><th>M&amp;IE Amount</th><th>Total Amount</th><th>Lodging Tax</th><th>Taxable</th></tr></thead><tbody><tr><td>01/19</td><td>LDP</td><td>117.00</td><td>64.00</td><td>PDS</td><td>PDS</td><td>PDS</td><td>0.00</td><td>0.00</td><td>8.05</td><td>0.00</td><td>0.00</td><td>8.05</td><td>8.05</td><td>0.00</td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Total</td><td>8.05</td><td>0.00</td><td></td></tr></tbody></table></div>	Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incddl	M&IE Amount	Total Amount	Lodging Tax	Taxable	01/19	LDP	117.00	64.00	PDS	PDS	PDS	0.00	0.00	8.05	0.00	0.00	8.05	8.05	0.00														Total	8.05	0.00	
Date	Day Type	Ldg Rate	M&IE Rate	Br	Ln	Dn	Lodg	Break	Lunch	Dinner	Incddl	M&IE Amount	Total Amount	Lodging Tax	Taxable																																		
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26	<p>Click <b>Next</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div><b>Settlement Request</b><span>View: Traveler</span></div><div>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/19/2017"/> to: <input type="text" value="1/19/2017"/> Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></div><div><div>Remit To</div><div>Transactions</div><div>Entitlements</div><div>Computations</div><div>Financial</div><div>Remarks</div></div><div>Travel Not Performed <input type="checkbox"/></div><table><thead><tr><th></th><th>Entitlement Type</th><th>Dates Encompassed</th><th>Status</th><th></th><th></th><th></th></tr></thead><tbody><tr><td><a href="#">Edit</a></td><td>Temporary Duty Trip</td><td>1/19/2017-1/19/2017</td><td>Validated Data</td><td><a href="#">Delete</a></td><td><a href="#">Calcs</a></td><td><a href="#">Comp</a></td></tr></tbody></table><div><input type="text" value="Temporary Duty Trip"/> <input type="button" value="=&lt; Add This Entitlement"/></div><div><div><div>Back</div><div>Next</div><div>Manage Images</div></div><div><div>Receipts</div><div>SAVE</div><div>Cancel</div><div>Help</div></div></div></div>		Entitlement Type	Dates Encompassed	Status				<a href="#">Edit</a>	Temporary Duty Trip	1/19/2017-1/19/2017	Validated Data	<a href="#">Delete</a>	<a href="#">Calcs</a>	<a href="#">Comp</a>																																		
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Continued on next page

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																								
27	<p>Verify the amounts, then click <b>Next</b>.</p> <div><div>COASTIE, JOE TONO: 1117277XJC173000</div><div><b>Settlement Request</b><div>View: Traveler</div></div></div> <div><div>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/19/2017"/> to: <input type="text" value="1/19/2017"/></div><div>Type of Settlement: <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></div></div> <table><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td colspan="2"><table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp TDY Per Diem</td><td>8.05</td></tr><tr><td>Memb/Emp Transportation</td><td>71.96</td></tr></tbody></table></td><td colspan="4"><div>Total Entitlement <input type="text" value="80.01"/></div><div>Deductions <input type="text" value="0.00"/></div><div>Partial Payments <input type="text" value="0.00"/></div><div>Amount Payable <input type="text" value="80.01"/></div><div>Advances <input type="text" value="0.00"/></div></td></tr><tr><td colspan="2">Method of Payment: <input type="text" value="Direct Deposit"/></td><td colspan="4"><div>Due Employee <input type="text" value="80.01"/></div><div>Split Payment <input type="text" value="0.00"/></div><div>Computed Split <input type="text" value="0.00"/></div><div>Enter amount in Split Payment field to pay GTCC</div></td></tr></tbody></table> <div><div>Back <b>Next</b> Manage Images</div><div>Receipts SAVE Cancel Help</div></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	<table><thead><tr><th>Description</th><th>Total</th></tr></thead><tbody><tr><td>Memb/Emp TDY Per Diem</td><td>8.05</td></tr><tr><td>Memb/Emp Transportation</td><td>71.96</td></tr></tbody></table>		Description	Total	Memb/Emp TDY Per Diem	8.05	Memb/Emp Transportation	71.96	<div>Total Entitlement <input type="text" value="80.01"/></div> <div>Deductions <input type="text" value="0.00"/></div> <div>Partial Payments <input type="text" value="0.00"/></div> <div>Amount Payable <input type="text" value="80.01"/></div> <div>Advances <input type="text" value="0.00"/></div>				Method of Payment: <input type="text" value="Direct Deposit"/>		<div>Due Employee <input type="text" value="80.01"/></div> <div>Split Payment <input type="text" value="0.00"/></div> <div>Computed Split <input type="text" value="0.00"/></div> <div>Enter amount in Split Payment field to pay GTCC</div>			
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## Local Travel Claim (less than 12 hours), Continued


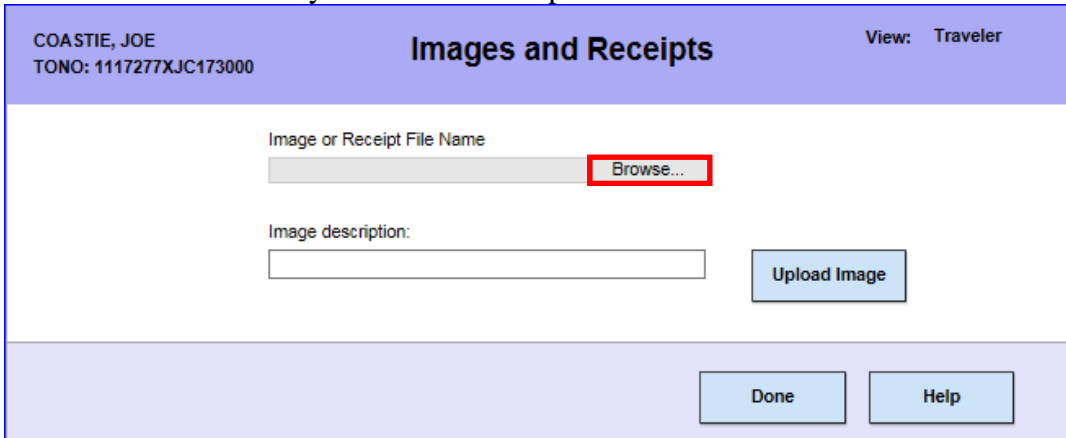
Procedures,  
continued

Step	Action																								
29	<p>Enter the <b>Accounting String</b>, then click <b>Accept Line</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000</p><p><b>CG Accounting</b> <span>View: Traveler</span></p><table border="1"><thead><tr><th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th></tr></thead><tbody><tr><td>1117277XJC173000</td><td>2</td><td>P</td><td>501</td><td>179</td><td>30</td><td>0</td><td>PP</td><td>47400</td><td>2100</td><td>0.00</td></tr></tbody></table><p><input type="button" value="Copy First Line"/> <input type="button" value="Accept Line"/> <input type="button" value="Cancel Line"/></p><p><input type="button" value="Regenerate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount	1117277XJC173000	2	P	501	179	30	0	PP	47400	2100	0.00		
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30	<p>Click <b>Save</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000</p><p><b>CG Accounting</b> <span>View: Traveler</span></p><table border="1"><thead><tr><th>TONO</th><th>Ag</th><th>R/D</th><th>Appr</th><th>Limit</th><th>Allt</th><th>Alc</th><th>ProgEle</th><th>CstAct</th><th>Obj</th><th>Amount</th><th></th></tr></thead><tbody><tr><td>1117277XJC173000</td><td>2</td><td>P</td><td>501</td><td>179</td><td>30</td><td>0</td><td>PP</td><td>47400</td><td>2100</td><td>\$80.01</td><td><a href="#">Edit</a> <a href="#">Del</a></td></tr></tbody></table><p><input type="button" value="Add"/></p><p><input type="button" value="Regenerate"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	TONO	Ag	R/D	Appr	Limit	Allt	Alc	ProgEle	CstAct	Obj	Amount		1117277XJC173000	2	P	501	179	30	0	PP	47400	2100	\$80.01	<a href="#">Edit</a> <a href="#">Del</a>
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1117277XJC173000	2	P	501	179	30	0	PP	47400	2100	\$80.01	<a href="#">Edit</a> <a href="#">Del</a>														
31	<p>Click <b>Next</b>.</p> <div><p>COASTIE, JOE TONO: 1117277XJC173000</p><p><b>Settlement Request</b> <span>View: Traveler</span></p><p>Type of order: <input type="text" value="Normal"/> Covered from: <input type="text" value="1/19/2017"/> to: <input type="text" value="1/19/2017"/></p><p>Type of Settlement <input type="text" value="Final"/> Type of Partial: <input type="text" value="Not a Partial"/></p><table border="1"><thead><tr><th>Remit To</th><th>Transactions</th><th>Entitlements</th><th>Computations</th><th>Financial</th><th>Remarks</th></tr></thead><tbody><tr><td>Db/Cr</td><td colspan="3">Classification String</td><td>Amount</td><td></td></tr><tr><td>Db</td><td colspan="3">1117277XJC173000 2 P 501 179 30 0 PP 47400 2100</td><td>80.01</td><td></td></tr></tbody></table><p><input type="button" value="Add/Modify Accounting"/></p><p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p></div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks	Db/Cr	Classification String			Amount		Db	1117277XJC173000 2 P 501 179 30 0 PP 47400 2100			80.01							
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## Local Travel Claim (less than 12 hours), Continued


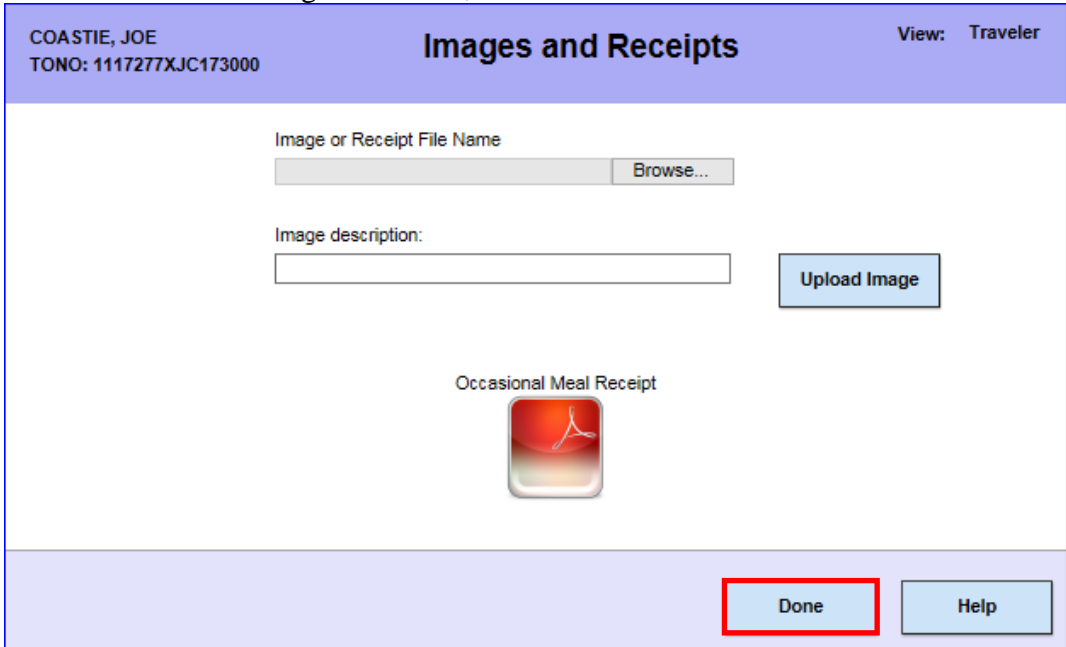
Procedures,  
continued

Step	Action
32	<p>Enter <b>Voucher Remarks</b> (not required), then click <b>Manage Images</b>.</p> 
33	<p>Click <b>Browse</b> to locate your scanned receipt.</p> 

*Continued on next page*

## Local Travel Claim (less than 12 hours), Continued

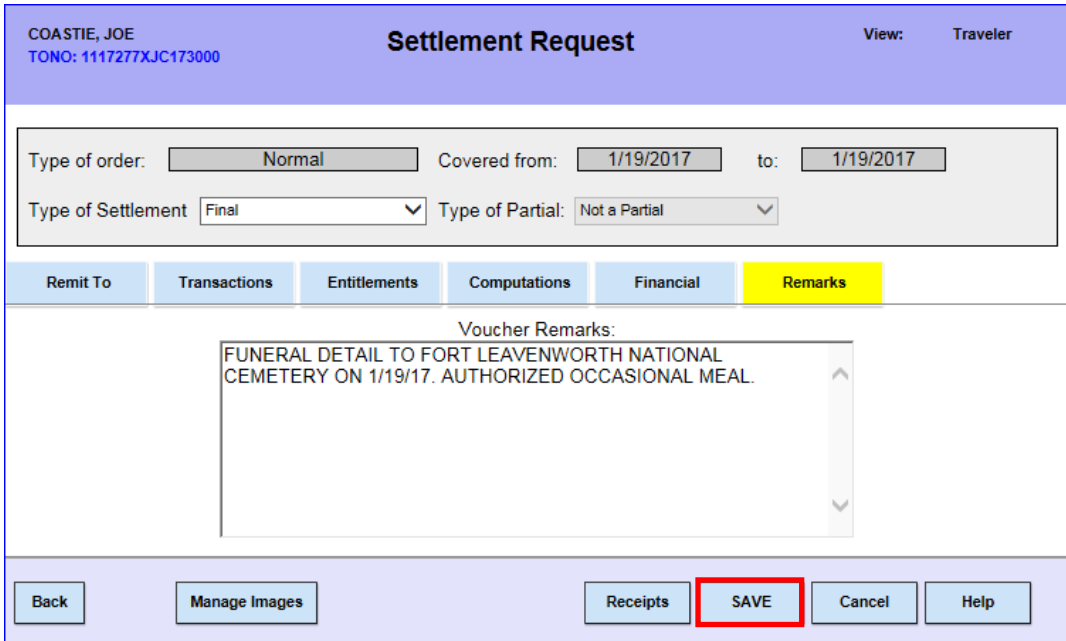
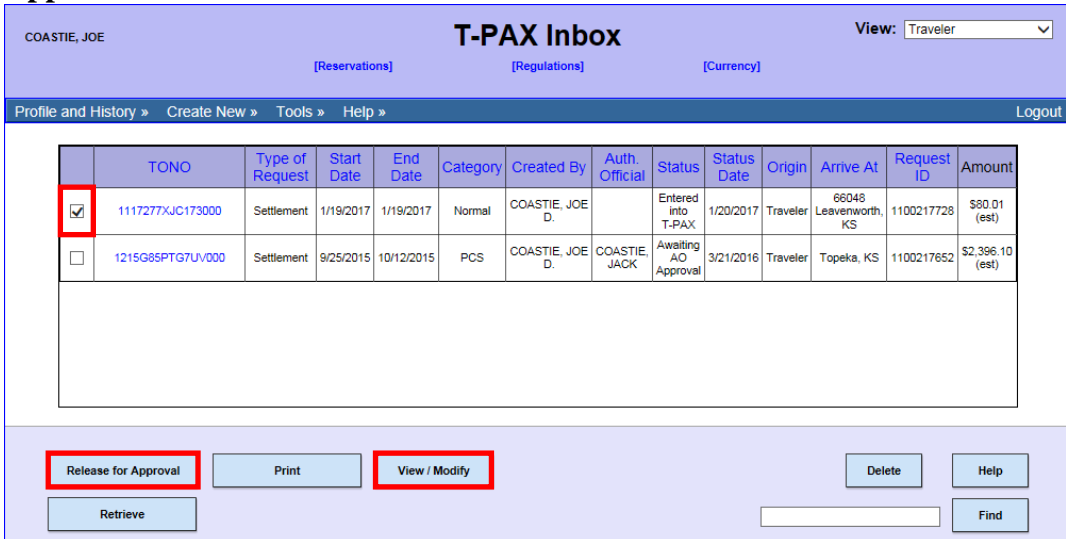
Procedures,  
continued

Step	Action
34	<p>Enter a <b>short description</b> for the image, then click <b>Upload Image</b>.</p> 
35	<p>When finished attaching documents, click <b>Done</b>.</p> 

*Continued on next page*

## Local Travel Claim (less than 12 hours), Continued

Procedures,  
continued

Step	Action																																										
36	<p>Click <b>Save</b>.</p> 																																										
37	<p>Now that it is saved, you can make <b>View/Modify</b> it (if necessary) or <b>Release it for Approval</b>.</p>  <table border="1"> <thead> <tr> <th></th><th>TONO</th><th>Type of Request</th><th>Start Date</th><th>End Date</th><th>Category</th><th>Created By</th><th>Auth. Official</th><th>Status</th><th>Status Date</th><th>Origin</th><th>Arrive At</th><th>Request ID</th><th>Amount</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td><td>1117277XJC173000</td><td>Settlement</td><td>1/19/2017</td><td>1/19/2017</td><td>Normal</td><td>COASTIE, JOE D.</td><td></td><td>Entered into T-PAX</td><td>1/20/2017</td><td>Traveler</td><td>66048 Leavenworth, KS</td><td>1100217728</td><td>\$80.01 (est)</td></tr> <tr> <td><input type="checkbox"/></td><td>1215G85PTG7U/V000</td><td>Settlement</td><td>9/25/2015</td><td>10/12/2015</td><td>PCS</td><td>COASTIE, JOE D.</td><td>COASTIE, JACK</td><td>Awaiting AO Approval</td><td>3/21/2016</td><td>Traveler</td><td>Topeka, KS</td><td>1100217652</td><td>\$2,396.10 (est)</td></tr> </tbody> </table>		TONO	Type of Request	Start Date	End Date	Category	Created By	Auth. Official	Status	Status Date	Origin	Arrive At	Request ID	Amount	<input checked="" type="checkbox"/>	1117277XJC173000	Settlement	1/19/2017	1/19/2017	Normal	COASTIE, JOE D.		Entered into T-PAX	1/20/2017	Traveler	66048 Leavenworth, KS	1100217728	\$80.01 (est)	<input type="checkbox"/>	1215G85PTG7U/V000	Settlement	9/25/2015	10/12/2015	PCS	COASTIE, JOE D.	COASTIE, JACK	Awaiting AO Approval	3/21/2016	Traveler	Topeka, KS	1100217652	\$2,396.10 (est)
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